



2019 US-Ireland Research Innovation Awards

Data Protection Procedure

General Statement

This statement relates to the collection and processing of information for the purposes of awarding grants and awards by the Royal Irish Academy (RIA). The RIA respects your right to privacy and will not collect any personal information without your clear permission. Any personal information which you volunteer to the RIA will be treated strictly in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR; EU 2016/679).

Collection and use of personal data for the purposes of administering the 2018 US-Ireland Research Innovation Awards

The application process

For the purposes of obtaining an award application, the RIA uses the online application Jotform service and a secure file transfer system. Jotform is a US system which has EU servers for EU users, and is compliant with EU data protection laws. The RIA uses Jotform's EU service.

The purposes for which your data are collected and used

- For peer-review and competitive assessment by the 2018 US-Ireland Research Innovation Awards assessment panel and invited external, international reviewers. This access is supplied via encrypted connections and the information is removed from those sources at the completion of the assessment process.
- For the administration of individual award applications.
- For audit purposes.
- For reporting purposes (internally and externally, e.g. with our partner organisation the American Chamber of Commerce, Ireland and to our funding body, the Higher Education Authority). This can include returns on gender (anonymised and for the compilation of metrics in relation to gender balance in the Higher Education sector), institutional affiliation, disciplinary breakdown. All personal data are anonymised for reporting purposes.

In the case of shortlisted applications, select data limited to company name/ institutional affiliation, disciplinary context and description of the nominated innovation, may be used for marketing and publicity purposes. Information highlighted as 'confidential' in the submitted application, will be treated as such and not used for this purpose. It is the applicant's responsibility to highlight if any specific aspects of the research project are confidential.

What happens to your data once it has been submitted?

The data supplied in your application for the 2018 US-Ireland Research Innovation Awards are held securely on Jotform servers or within the secure file transfer system before being downloaded onto secure RIA servers. Access to the information is granted to the award manager and administrators in the Royal Irish Academy, the Chair of the assessment panel and each of the invited panel members. Shortlisted applications are supplied to external, international assessors. All assessors receive data via secure connections for the duration of the assessments only. Details of shortlisted applications are shared with appropriate personnel in the American Chamber of Commerce, Ireland for shortlist announcement, promotion, marketing, in preparation for the American Chamber of Commerce awards dinner on Friday, 17 May 2019. The details of winning applications will be featured in publicity in all forms of media (including print, broadcast, online and social media). The American Chamber of Commerce, Ireland are subject to the retention policies outlined below. Award winners' permissions for the taking of photographs and use of images will be sought prior to the award event.

Retention Policy

Personal data will only be retained for as long as required to administer the 2018 US-Ireland Research Innovation Awards and for audit purposes. The following retention schedules will apply:

- Applications submitted to the Jotform system or via the secure file transfer system will be retained only as long as is necessary to allow the download of your data to the RIA secure servers
- Unsuccessful applications will be retained for one calendar year for audit and feedback purposes. These data are securely deleted thereafter.
- Shortlisted applications including all personal data will be retained for 2 years to allow for administrative follow-up, audit and feedback. Some of this information may be used in promoting the awards in future years. These data will be securely deleted thereafter.
- Select data limited to name, organisation, disciplinary context, description of nominated research innovation and details of application outcome, may be retained indefinitely for archival and research purposes. We do our utmost to minimise personal data held.

Disclosure of personal information

The organisation name, disciplinary context and description of nominated research innovation will be published on the RIA website, the American Chamber of Commerce, Ireland website, social media channels for both organisations, and in the RIA *Annual Review*. Any other disclosures will only be made in accordance with the provisions of the Data Protection Acts.

Disclaimer: Please note that the RIA does not have control over information/images that are posted on social media once published.

Your Data Protection rights: You have the right to request access to your data; to rectify incorrect data; to have your data updated; to object to unfair processing; to restrict processing or deletion. You may also exercise the right to be forgotten.

Further information

If you have any queries or seek clarification on any aspect of this document or to make a subject access request, please contact Siobhán Fitzpatrick, Data Protection Officer, Royal Irish Academy, 19 Dawson Street, D02 HH58; email: dataprotection@ria.ie or phone 00 353 1 6090619

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here <https://www.ria.ie/data-protection-policy-procedures-and-guidelines> (being updated May 2018)